



Virginia Beach Department of Emergency Medical Services



GENERAL DEPARTMENT ADMINISTRATION

EMS DEPARTMENT FUNERAL PROCEDURE POLICY

PURPOSE: To establish Departmental policies and procedures for conducting EMS department funerals.

APPLICABILITY: This policy shall apply to all members of the Department of EMS.

POLICY STATEMENT: A formal notification and review process will be implemented in the event of a death of a member. Each incident shall be formally classified to determine the appropriate actions of the department. At no time will funeral policies or procedures take precedent over the wishes of the member's family.

PROCEDURE:

1. Notification of Death

a. On Duty Death

- If not already alerted, Emergency Communications shall notify the Command Duty Officer (Chief 10)
- Chief 10 will ensure notifications are made to the Deputy Chiefs and Chief
- Further notifications will be made by the Chief or his designee to the City Manager's Office
- The member's family shall be notified by the Chief or his designee in a timely fashion

b. Off Duty Death

- The officer first aware of the death will notify the Command Duty Officer (Chief 10)
- Chief 10 will ensure notifications are made to the member's chain of command
- Chief 10 will notify the Deputy Chiefs and Chief

2. Once the determination has been made, the Department shall execute funeral procedures as outlined in the EMS Funeral Handbook.

ORDERED:



1/3/2017

EMS Chief

Date